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BY-LAWS

OF THE

HOSPITAL FOR THE INSANE,

—AT—

Independence, Iowa.

Adopted by the Trustees at their Annual Meeting, December, 1872,
Revised January, 1879.

WEST UNION, IOWA:
REPUBLICAN GAZETTE BOOK AND JOB PRINTING HOUSE.
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OFFICERS OF THE HOSPITAL.

BOARD OF TRUSTEES:

ERASTUS G. MORGAN,	- - - - -	Fort Dodge.
JOHN G. HOUSE, M. D.,	- - - - -	Independence.
STEPHEN E. ROBINSON, M. D.,	- - - - -	West Union.
LEWIS H. SMITH,	- - - - -	Algona.
DAVID HAMMER,	- - - - -	McGregor.

SUPERINTENDENT:

ALBERT REYNOLDS, M. D.

TREASURER:

WM. G. DONNAN.

SECRETARY:

JOHN G. HOUSE.

BY-LAWS.

CHAPTER I.

ORGANIZATION AND MEETINGS OF THE BOARD OF TRUSTEES.

SECTION 1. The Board of Trustees shall, at their Annual meeting, on the first Wednesday in October, elect one of their number President, and another Secretary, and shall also elect some person Treasurer, who shall hold their offices until their successors are elected and qualified. All elections shall be by ballot, unless otherwise ordered.

SEC. 2. There shall be in each year four regular meetings of the Board, to be holden at the Hospital, on the first Wednesdays in October, January, April and July.

SEC. 3. Upon the written application of two Trustees, the Secretary shall forthwith call a special meeting, and state, in the notice to the Trustees, as nearly as practicable, the business for which such meeting is called.

CHAPTER II.

DUTIES OF OFFICERS.

SECTION 1. The President of the Board of Trustees shall preside at all meetings of the Board, and perform all such executive duties as the Trustees may, from time to time, direct.

SEC. 2. The Secretary shall keep a full and true record of all proceedings of the Board, and sign all contracts made by them, and notify each Trustee of the time and place of all special meetings of the Board.

SEC. 3. The Treasurer shall hold his office for the term of one year, and until his successor is elected and qualified, unless sooner removed. His compensation shall be one-half of one per cent. on all moneys paid out by him as such Treasurer. He shall execute a bond with sufficient

sureties, to be approved by the Board of Trustees, in the penal sum of Fifty Thousand Dollars—which sum may be increased at the discretion of the Board—conditioned that he will faithfully discharge the duties of his office, and pay over and account for all moneys that may come into his hands, belonging to the Hospital; which bond shall be executed in favor of the State of Iowa, and filed with the Secretary of State. All moneys due the Hospital shall be paid to the Treasurer, and for all sums paid to him, excepting the sums drawn from the State Treasury, he shall give his receipt, which receipt shall be filed in the office of the Steward. The Treasurer shall keep an accurate account of all moneys received by him, and from what source, and of all sums by him paid out, and from what fund, and shall make no payment excepting on the order of the Steward. At each quarterly meeting of the Board he shall present to the Board an abstract of his accounts, showing his receipts and payments for the last quarter, and any balance in his hands, and shall, at the same time, exhibit to the Board, or its Committee, his vouchers and book of accounts. The Treasurer shall also perform such other duties appropriate to his office, as may be assigned him by the Board of Trustees.

CHAPTER III.

COMMITTEES.

SECTION 1. There shall be a thorough visitation of the Hospital at least once a month, by one or more of the Trustees—a quarterly visitation by the Board of Trustees at their regular meetings. Visitations may be made as much oftener, and by such number of the Trustees as the Board shall, by vote, determine. A record shall be made of each visit, in a book kept for that purpose.

CHAPTER IV.

FINANCE.

SECTION 1. The money appropriated by the Legislature, for the purpose of defraying the deficiencies that may arise in the current expenses of the Hospital, shall be drawn from the State Treasury as follows: At each regu-

lar meeting, the Board of Trustees shall make an order for the drawing of such sum as may be necessary for defraying the expenses of the preceding quarter; which order shall be entered upon the records of the Board, and the sum ordered may then be drawn from the State Treasury, by the Treasurer, as provided for in the law for the government of the Institution.

SEC. 2. All money appropriated by the Legislature, and placed under the control of the Trustees, for building, finishing, furnishing, or for any purpose, other than the current expenses of the Hospital, shall be drawn by an order of the Board of Trustees, signed by the Secretary, at some regular or special meeting of said Board, directing the payment of the sum of money specified, to the Treasurer or his order.

SEC. 3. The Steward shall collect all sums due the Hospital from individuals for board or clothing furnished patients, or due from other sources; and at each regular meeting of the Board he shall make report of the sum so received.

SEC. 4. All contracts for supplies for the Hospital, and all purchases for the same, shall be made by the Steward, under direction of the Trustees and Superintendent.

SEC. 5. All business transactions of the Hospital, where money is to be disbursed, shall be in writing, either by written contract or by a pass-book, properly minuted at the time of any purchase, and the Steward be able fully to inform the Trustees at any time of the financial condition of the Institution.

SEC. 6. No account, that shall exceed the sum of one dollar, shall be paid unless accompanied by a bill of particulars, giving dates, items and amounts. All accounts current against the Institution shall be called in quarterly, and shall be carefully compared with the written contract or pass-book, and if material errors are discovered in any bill, it shall be returned to the holder for correction.

SEC. 7. Before making up the biennial report of the Institution, the Steward shall cause each bill paid during the two years previous to be entered, in its proper order of date in the financial record. Such entry shall be made to exhibit the name of the person to whom such payment is

made, its date and total amount; and the several items in such account shall be placed under appropriate heads, so as to show in the summary of expenditures the amounts disbursed for each class of supplies, as minutely as may be required for a clear understanding of the expenditures of the Institution.

CHAPTER V.

RESIDENT OFFICERS OF THE HOSPITAL.

SECTION 1. The resident officers of the Hospital shall consist of a Superintendent, Assistant Physician or Physicians, Steward and Matron, who shall reside in the Hospital, and devote themselves entirely to its interests; and be subject to removal at the pleasure of the Board of Trustees.

SEC. 2. None of the resident officers shall resign their office without first giving three months' notice in writing of such intent, to the Secretary of the Board of Trustees.

SEC. 3. The salaries of the resident officers shall be paid quarterly.

CHAPTER VI.

SUPERINTENDENT:

SECTION 1. The Superintendent shall be the chief executive officer of the Hospital. He shall appoint and exercise entire official control over all employees in its service. He shall prescribe their several duties, and see to their faithful performance. Under the direction of the Trustees, he shall institute such police regulations as the good order of the Hospital may require; and he shall be responsible to the Trustees for the care of all buildings, furniture and fixtures appertaining thereto. He shall have the entire supervision of the patients, in their medical, moral and physical treatment. He shall visit them in their wards as frequently as may be necessary to keep himself fully advised of their condition, and to note the progress of each case; and shall give such directions to the attendants as may be necessary.

SEC. 2. At each Annual Meeting of the Board of Trustees he shall make a full report of the condition of the Hospital and its transactions for the past year, with such

observations, reflections and suggestions as he may deem important for the interests of the Institution, or of interest to the public generally, or the medical profession. And at each regular meeting he shall give such information to the Board as he may deem of importance.

SEC. 3. All correspondence of the Institution shall be conducted by him or by his authority, and under his direction.

SEC. 4. For good cause, he may suspend any resident officer, but shall immediately give notice thereof to the Board of Trustees. He may, at pleasure, discharge any of the employees, attendants or assistants.

SEC. 5. He shall cause to be kept a record of the names and residence of all persons employed in the Hospital, with the times and terms of their respective engagements, and the date and cause of their dismissal.

SEC. 6. He shall provide a seal for the Hospital, with the proper device thereon, which shall be under his control, and used by him whenever the seal of the Hospital is required.

SEC. 7. He shall constantly observe the conduct of persons employed in subordinate stations, and see that in all respects they do their duty.

CHAPTER VII.

ASSISTANT PHYSICIANS.

SECTION 1. The Board of Trustees may elect Assistant Physicians whenever they deem it necessary, and who shall hold their office for the term of one year, unless sooner removed, and until their successors are elected.

SEC. 2. The Assistant Physicians shall visit the Wards frequently and carefully note the condition and progress of individual patients. They shall see that the directions of the Superintendent are faithfully executed, and shall promptly report any case of neglect or abuse that may come under their cognizance. They shall assist in devising employment and recreation for the patients, and endeavor in every way to promote their comfort and recovery. They shall keep such record of the cases as the Superintendent may direct, and assist him in preparing statistics, conducting correspondence and such other duties of his office as can be properly deputed.

SEC. 3. In the absence of the Superintendent the First Assistant Physician shall exercise the duties of his office, unless the Trustees otherwise determine.

• CHAPTER VIII.

STEWARD.

SECTION 1. The Steward shall hold his office for the term of one year, unless sooner removed, and until his successor is elected and qualified. His salary shall be such sum as shall be determined from time to time by the Trustees.

SEC. 2. He shall execute a bond with sufficient sureties, to be approved by the Board of Trustees, in the penal sum of five thousand dollars, conditioned that he will faithfully discharge the duties of his office, and pay over and account for all moneys that may come into his hands, belonging to the Hospital; which bond shall be executed to the Hospital and filed in the office of the Secretary of the Board of Trustees.

SEC. 3. He shall keep clear, methodical and exact accounts of all purchases and sales of the produce of the farm, and of all receipts and expenditures of money. He shall, when required, exhibit all his account books and vouchers to the Trustees; and shall furnish an abstract of the same to the Board quarterly.

SEC. 4. He shall keep the accounts of all employees of the Hospital, and settle with them quarterly; and he shall draw orders on the Treasurer for the payment of the same, which orders shall be countersigned by the Superintendent and sealed with the seal of the Hospital.

SEC. 5. The Steward shall open an account current with the farm, and at the close of each year furnish the Trustees a written statement of the various products, and an accurate account of the expenses incurred in its management.

SEC. 6. He shall purchase the necessary account books for his department, which shall always remain in the Hospital, and shall be at all times open to the inspection of the Superintendent and Trustees.

SEC. 7. The Steward, under the direction of the Trustees and Superintendent, shall purchase either in open

market or by advertising, as may from time to time be directed, all fuel, stores, implements, stock, and all other necessary articles for the farm and Hospital, and shall be accountable for the safe keeping and economical use of the same, and shall exhibit quarterly statements to the Board of Trustees for all such purchases made.

SEC. 8. Under the direction of the Trustees and Superintendent, he shall attend to the business of the farm, stock, garden, grounds, fences and out-buildings, and see that they are always kept in good order.

SEC. 9. He shall constantly observe the conduct of persons employed in subordinate stations; see that in all respects they do their duty, and report immediately to the Superintendent any instance of negligence, misconduct or abuse that he may observe, or that may come to his knowledge.

SEC. 10. He shall assist in maintaining the police of the establishment; shall see to the opening and closing of the house; and see that the male attendants and assistants rise and commence business immediately after the ringing of the morning bell, and retire in proper season at night—that the bell be rung at proper times—the fires regularly kindled and extinguished, as directed; and that the warmth, cleanliness and ventilation of that part of the house occupied by the male patients be attended to.

SEC. 11. He shall go in search of elopers; shall observe the conduct of inmates at religious and other meetings; and shall perform all other services required of him by the Trustees or Superintendent; and at all times shall exert what influence he can to promote the comfort and recovery of the patients.

CHAPTER IX.

MATRON.

SECTION 1. The Matron, under the general direction of the Superintendent, shall have charge of the domestic concerns of the Institution, and an oversight of the female attendants and domestics. She shall be particular in enforcing good order, discipline and faithful performance of duty in her department, and shall immediately reprove, or

report to the Superintendent, any material departure from rule, or anything censurable in moral deportment.

SEC. 2. The bedding, table linen, furniture, carpets, table covers and all similar property of the Hospital, as well as the clothing of the female patients, shall be under her care and supervision: and she shall see that it is ample in quantity and of a suitable kind.

SEC. 3. She shall make daily inspection of the wards and rooms occupied by the female patients: and shall visit male wards as frequently as will satisfy her of the good order of the beds, table covers, towels, and such other furniture as is her province to supply and superintend.

SEC. 4. The sick shall be under her special care, and she shall also see that they are supplied with everything needful for their comfort. In case of death, after receiving the Superintendent's directions, she shall see that the burial preparation is made with scrupulous care and decency.

SEC. 5. She shall spend as much time as is consistent with general oversight, in the wards of the female division of the Hospital, and she shall fully satisfy herself that everything possible is done by attendants to promote the comfort and recovery of patients.

SEC. 6. She shall hold her office for the term of one year, unless sooner removed, and until her successor is elected.

CHAPTER X.

SUPERVISORS.

SECTION 1. The Supervisors shall spend their whole time, not appropriated to other duties, in the oversight of their respective wards. They shall very frequently pass through the different wards, especially those containing excited patients, and see that all the patients are made as comfortable at all times as circumstances will permit, and see that the by-laws of the Institution and the directions of the resident officers are faithfully carried out by the attendants and all persons employed therein.

SEC. 2. They will especially attend to the prevention of disturbances among the patients, to the preservation of order and quiet in the wards, and in all things assist in

carrying out the general views and instructions of the physicians in reference to the treatment of patients

SEC. 3. They shall particularly attend to the maintenance of personal cleanliness among the patients, and to the neatness and good order of their apartments, clothes and bedding; and shall see that such of their clothing and bedding as may need cleaning and repairing are collected every morning and sent to the laundry or sewing-room, or repaired in the ward.

SEC. 4. In passing through the halls or dormitories, they shall observe whether the temperature and ventilation are such as are required; if not, immediately inform the **Superintendent or Assistant Physicians.**

SEC. 5. The clothing of the patients will be carefully examined by them at the time of admission. They will attend to having it marked, and at all times report any deficiency to the proper officer.

SEC. 6. They will see that the patients are provided with whatever may be needed; that their food and medicine are carefully and regularly given them, and the instructions of the physicians most scrupulously complied with.

SEC. 7. They shall endeavor to encourage the attendants in their efforts to attain a higher tone of duty in their relations with the patients and each other, and to cultivate in their dress, manners and personal habits a feeling of self-respect and politeness. They shall endeavor to encourage in them a sentiment of respect for the officers of the Institution, so that the patients may be inspired with confidence in them. They shall communicate freely with the Superintendent as to the fitness of attendants for special duties, and any want of faithfulness which they may observe; also as to any deficiencies in the food sent to his or her wards, or in the washing. And in general they shall be responsible for the proper deportment of attendants, to whom they shall be a guide and example.

SEC. 8. They shall keep a minute in a book provided for that purpose, of the absence of attendants in their respective departments, and the length of time of such absence; the same to be preserved for the examination of the Superintendent. And they shall know at all times, who of the attendants, if any, are off duty.

SEC. 9. They shall also note, in a book provided for that purpose, any instance of neglect of duty or harsh treatment of patients, on the part of any of the attendants, which may come to their knowledge, all the wants of the Hospital in their respective departments, together with such facts and occurrences as they may deem in any degree important to the well-being of the Institution or the patients, and report the same daily, or as often as circumstances may require, to the Superintendent.

SEC. 10. They will be present at the admission and discharge of their respective class of patients, *examine them particularly for money and valuables, and especially everything that may be dangerous about their persons*; attend to having them bathed as soon as practicable, and report to the Physicians any bruises, or indications of injury, or eruptive disorder that may be discovered, and whether or not they have been vaccinated. In case of death they will see that the burial preparation is made with scrupulous care and decency.

CHAPTER XI.

GENERAL RULES.

SECTION 1. In making engagements with individuals to be employed in any department of the Hospital, it is to be distinctly understood that their *whole time* is to be devoted to the Institution; that the Hospital contracts for their whole time, and that they are not to leave their duties or the premises without express permission of the Superintendent, one of the officers, or the supervisor of their wards.

SEC. 2. They are expected to perform with alacrity and cheerfulness, and to the best of their ability, *all duties* that may be assigned to them by the officers of the Hospital; must expect an unceasing observation of the manner of performing their duties, and must receive suggestions and corrections kindly, and endeavor to profit by them; and at all times and under all circumstances endeavor to promote the welfare and happiness of the patients and the prosperity of the Hospital.

SEC. 3. All persons employed in and about the Hospital are expected to treat the patients, every one having

business at the Hospital, *and each other*, with respect and courtesy. They are to be neat in their habits, and as neat in their dress as the nature of their duties will permit; *avoid* wearing their hats in the house; going in their shirtsleeves in the ward, unless when specially at work; lounging on the settees, or reclining at all during the ordinary hours of work; all ungentlemanly and unladylike habits, and every act unbecoming their vocation.

SEC. 4. No person employed in the Hospital shall buy of patients or sell to them anything whatever, nor receive gratuities or presents from patients or their friends, except by permission of the Superintendent.

SEC. 5. When abroad they are to avoid speaking of the department, conversation, peculiarities, or even the names of patients, and are never to speak disrespectfully of the Hospital or any of its officers.

SEC. 6. No male person except officers, employed on the premises, shall enter any portion of the building or grounds occupied by female patients, or that portion of the building occupied by female employees, without express permission.

SEC. 7. No person—friends and acquaintances of employees included—shall be admitted to the Wards, Kitchen, Bakery, Laundry, Wash-house, Engine-room, Carpenter-shop, or other department of the Hospital where they are not employed, without express permission, or in accordance with such rules as may be established by the Superintendent, and employees must not be absent from their posts longer than is absolutely necessary.

SEC. 8. It is necessary for their highest welfare that patients should, as far as possible, have some kind of employment, either work, reading, driving, walking or amusements—and no proper opportunity is ever to be neglected to induce patients thus to occupy themselves. But it is to be distinctly understood—and no infraction of this rule will be allowed—that patients shall be employed to *assist* only, and not to do the work that belongs to others, and for which they receive suitable compensation.

SEC. 9. Cheerfulness is always desirable in the wards, but marked levity, and especially boistrous conduct, is very undesirable, and all should be careful to make this important distinction.

SEC. 10. It is desirable, for many reasons, that patients should leave the Hospital with pleasant recollections of their residence and treatment in it, and every one who comes in contact with them can do something to promote this end. Patients who have recovered are generally quite competent to give an accurate account of what occurred during their disordered state, of the treatment received from those who had the care of them, and much other information of importance to those in charge of the Hospital. It is hoped that in all cases their testimony will be such as to increase the standing and respect due to those employed for their care and restoration.

SEC. 11. When absent the hour for return in the evening is ten o'clock. At that hour the doors will be locked and no person admitted afterwards without being reported to the Superintendent. It is wished to allow as much relaxation as possible to those who perform their duties faithfully, and as much absence as is consistent with the service required and the welfare of patients will permit; but whenever, as on public days, the absence of attendants and others is deemed likely to be prejudicial to the patients, they are expected to remain at their posts. Promptness in returning at the hour up to which leave of absence was granted is especially enjoined upon all, and no excuse but the occurrence of unforeseen and unavoidable circumstances will be deemed satisfactory.

SEC. 12. All letters, or other writing, parcels, or packages to or from the patients, must be shown to the Superintendent, without previous examination. Attendants and all others must never retain any writing of patients. All money found on patients, and all sums left or sent for their especial benefit, are to be kept and disbursed by the Superintendent.

SEC. 13. All damages done by patients to clothing, furniture, glass, or anything of value, must be promptly reported to the Superintendent or Supervisor.

SEC. 14. No conversation should be held with patients through the windows by any person whatever.

SEC. 15. All persons holding keys,—with such exceptions as the Superintendent may make,—shall, before leaving the Hospital, put their keys in a place designed for that purpose. They are never to lend their keys to any person,

without directions to that effect from the Superintendent.

SEC. 16. Visitors to persons employed are not to be taken through the wards and grounds without permission and it is desirable that these visits be as brief as possible.

SEC. 17. Attendants and others will in no case visit the friends of patients to report their condition, without the express permission of the Superintendent.

SEC. 18. No resident officer, attendant or assistant, while connected with the Hospital, shall at any time drink intoxicating liquors of any kind, at home or abroad; nor smoke a cigar or pipe about the premises, nor procure them for any patient, except by direction of the Superintendent in each case.

SEC. 19. Whenever persons employed wish to give up their situation they shall be required to give four weeks' notice of their intention, but they may be allowed to leave sooner if it is practicable.

SEC. 20. As some worthy and well-intentioned persons do not possess the requisite qualifications for success in such a sphere of duty, the officers of the Hospital expressly reserve the right at any time to dispense with the services of any one without assigning their reasons therefor. Whenever any persons are not likely to gain credit or give satisfaction in a situation, it is no mark of disrespect to give them an opportunity to engage in some other pursuit better calculated to advance their own interests.

CHAPTER XII.

DUTIES OF THE ATTENDANTS.

SECTION 1. There shall be one or more attendants in each ward who will especially attend to the prevention of disturbances among the patients, to the preservation of order and quiet in the wards, and in all things assist in carrying out the general views and instructions of the physicians in reference to the treatment of patients.

SEC. 2. They shall particularly attend to the maintenance of personal cleanliness among the patients, and to the neatness and good order of their apartments, clothes and bedding; and shall see that such of their clothing and bedding as may need cleaning and repairing are collected

every morning and sent to the laundry or sewing room, or repaired in the ward.

SEC. 3. They shall observe whether the temperature and ventilation are such as are required; if not, immediately inform the Superintendent, Assistant Physician or Supervisor.

SEC. 4. They will assist in the administration of the medicine prescribed. The utmost gentleness is to be used in the administration of medicine and every proper means employed to induce patients to take it willingly.

SEC. 5. The attendants shall have the immediate and constant care and supervision of patients. A few general facts and principles should be constantly kept in mind by all persons connected with the management of the Insane, but more especially by their attendants, into whose never-ceasing care and keeping they are entrusted:

I. It is clearly demonstrated as any mathematical truth that Insanity in all its forms is a *disease*.

II. There is usually a loss or perversion of the sense of moral obligation, and inability to distinguish between right and wrong, and, therefore, irresponsibility for words and actions.

III. There is a full appreciation of all acts of kindness or cruelty, and in general a perfect recollection of them after restoration, and in after life.

IV. There is usually a morbid or exalted sensitiveness in relation to what is due to them in attention and general deportment, and, consequently, irritation, excitement or anger at either real or imagined neglect or improprieties of treatment.

V. The frequent recurrence of excitements aggravates and perpetuates the disease.

VI. The more the mind dwells upon, or is reminded of hallucinations or delusions, the more permanently are they fixed; so is the reverse true, that the more they are driven from the mind, by occupation, with other thoughts and ideas, the sooner do they disappear altogether. These few principles are the basis of the following rules and regulations for attendants.

SEC. 6. In all their intercourse with the patients, the attendants must treat them with respect and civility; are to address them in proper tones of voice, and avoid

violence and rudeness of every kind. All questions are to be kindly and properly answered; all reasonable requests are to be properly attended to. They should keep cool under the severest provocations, and never scold or dictate authoritatively. Whenever they desire anything done by a patient the request is to be made in a respectful manner.

SEC. 7. The opposition of patients, and perhaps much of their violence, very often arises from delusions that lead them to suppose that they are to be injured in some way, and every attempt to give them food, medicine, or perform any necessary office for them, if done in an improper manner, only tends to confirm their false notions and make resistance more obstinate and determined. The truth of these views is too well established to be questioned, and is often confirmed by convalescent patients who are able to describe their motives and feelings when in their state of greatest mental disturbance.

SEC. 8. Force unfortunately has sometimes to be used in every institution for the insane, but *tact* and *kindness* may render its employment comparatively rare, and whenever it must be resorted to, a kind, respectful manner, and sympathizing words, may go far to convince even the most excited patients that what is done is from good motive, and that they have little to fear.

SEC. 9. *Under no circumstances will an attendant be excused for inflicting a kick or a blow unless in the clearest case of self defense, or to prevent committing self-hurt or injury to others.*

SEC. 10. If patients engage in controversy or improper or exciting discussion, the attendants shall gently and promptly interfere and check them: and if the quiet and good order of the wards cannot otherwise be preserved, the disorderly patients may be placed in their rooms at the discretion of the attendant, care being taken to avoid all violence; and in such cases the Supervisor or officers shall be notified as soon as possible. A kind word fitly spoken at such a time will prevent many a scene of excitement, just as dictation, harshness, anger or unkindness, or any rude act on the part of the attendant, may be the origin of trouble that may last for days.

SEC. 11. They are to avoid talking to patients about

their delusions, and, as much as lies in their power, should prevent others from doing so.

SEC. 12. They must never allow patients to be laughed at, or ridiculed on account of their delusions, or the peculiarity of their disorder.

SEC. 13. They must take every proper opportunity to inspire the patients with respect for and confidence in the officers, and to convince them of the true character of the Institution, and its leading object—the promotion of the restoration and comfort of its subject.

SEC. 14. Deception should always be avoided, and promises should not be made that cannot be performed.

SEC. 15. Writing materials, books, or reading matter of any kind must not be furnished patients without the sanction of the Superintendent. Letters, parcels, or packages of any kind, are to pass through the hands of the officers.

SEC. 16. Any damages done by the patients should be promptly reported to the Superintendent.

SEC. 17. Each attendant is responsible for every patient under his or her care, and is expected to be able at any moment to say where each individual can be found. An attendant allowing a patient to go out of a ward is considered responsible for his or her safe return, unless the permission has been given by an officer.

SEC. 18. In those wards where there are two attendants *one attendant must always be present with the patients in the ward*, and endeavor to prevent violence, disorderly conduct, destruction of clothing, defacing of the ward or its furniture, or anything but the most correct deportment, which must be inculcated with the utmost patience. When it is necessary to leave, except for a very temporary purpose, it must be known that a substitute fills the place.

SEC. 19. When patients remain more or less in their own rooms, the attendants are expected to find reason for frequently calling at their rooms, without exciting suspicion if possible, to see how they are engaged, or if they require any particular attention.

SEC. 20. On certain conditions, one attendant may guard two contiguous wards for a short period, but not otherwise, unless by special permission or direction of the Physicians.

SEC. 21. The attendants will rise punctually at the ringing of the bell and take charge of their wards before the night watch goes off duty. They will then open the doors of all patients' rooms, and give them access to the ward except in cases of high excitement, give them a kind greeting or at least a "good morning," and see that they are properly dressed and washed, and have their hair and clothes neatly and properly brushed before breakfast.

SEC. 22. Immediately after opening the doors and the rising of the patients, attendants will see to the removal of the chamber utensils from the rooms and that they are well cleansed, and the bedding laid off for airing. They will then commence putting the rooms and wards in good order, and after the beds and bedding have been properly aired, have them put up properly for the day.

SEC. 23. Every part of the wings must be prepared for inspection at the Physician's visit, which will be commenced not later than nine o'clock every morning. Extra work, such as cleaning and scrubbing, may be carried on at a later hour, and through the fore part of the day.

SEC. 24. Every part of the wards is to be kept scrupulously neat, clean and as well ventilated as circumstances will permit. If an unpleasant odor is discovered the cause of it is to be searched for and removed if possible at once, or reported to the superior officers. If any part of a ward, private room or dormitory becomes soiled, it is to be cleaned at once, without regard to the time of day. If other than the regular attendant is in charge of a ward and any part becomes accidentally soiled, they are not to wait for the return of the proper attendant, but proceed at once to restore the ward to its proper condition.

SEC. 25. If a bed or the furniture of a room has been deranged, it is to be promptly put in order. The rooms and corridors are to be scrubbed or rubbed as often as necessary to preserve scrupulous neatness. Spittoons are to be frequently looked after, and kept clean. The water closets, urinals, etc., are to be carefully watched, and prevented from impairing the purity of the air of the ward.

SEC. 26. *Nothing is clean enough if it can be made cleaner.*

SEC. 27. All beds that are soiled are to be removed from the wards as soon as possible after the rising of the

patients in the morning, and as soon as convenient after breakfast, clean ones substituted. If only a portion of the straw is wet or soiled that portion only is to be removed and fresh straw put into its place, and if a mattress is wet or soiled it must be cleaned as well as possible, boiling water poured through the soiled and wet portions, and then thoroughly dried before being returned to the room.

SEC. 28. As the health of some patients require that they be indulged in lying down some portion of the day they are to be allowed to do so, and their rooms must be put in order as soon as they get up.

SEC. 29. Attendants will see that patients are up and in proper condition for breakfast at the prescribed hour. They will carefully observe, as they pass from the dining-room to the wards, that they do not take any food with them, nor any of the table furniture, especially knives and forks, or any tin ware. Knives and forks and spoons should be carefully counted before and after each meal, and if any be missing, prompt measures must be taken for its recovery, by instituting search and giving information to the proper officer.

SEC. 30. If directions are given by the Physicians or officers that certain patients take their meals in their rooms, or at the table in the ward, especial care is to be taken that their food is brought to them as warm as possible, and in good order, and if necessary the attendant is to remain with them while they are eating.

SEC. 31. Any instructions which the officers may give about the manner in which meals shall be served, are to be strictly and promptly attended to and complied with.

SEC. 32. Patients are not to be forced to take food but in the presence of one of the officers—and never but by the express direction of one of the Physicians.

SEC. 33. In cases of epilepsy every fit so far as known shall be recorded. When a patient complains of being sick, or is known or supposed to be so, especially if there is diarrhoea or vomiting, the facts should be reported without delay to the Physicians, and no food administered till the patient has been seen by one of the officers. Any unexpected effect in the operation of medicine is to be promptly reported.

SEC. 34. Unless a special exception is made by the Physician, every patient will take a warm bath once a week, and as much oftener as may be necessary for proper cleanliness. The temperature is to be such as is most grateful to the patient. Other baths shall be given as directed by the Superintendent. No patient is to bathe or to be bathed later than 9 o'clock P. M., unless by special permission or direction.

SEC. 35. Shaving is to be done by the attendants once a week unless in some cases of high excitement, and patients who desire to be shaved more frequently are to be gratified in this particular. Great care should be taken that no injury is done with the razors, all of which are to be carefully kept by the attendants. No patient is to be allowed to shave himself.

SEC. 36. It is desirable that every patient, not too sick or feeble, should walk out upon the grounds or take a ride every day. As soon as possible after the Physician's morning visit, in suitable weather, such attendants as may be spared should prepare to go out with as many patients as it is proper to take at once; other attendants caring for patients that may remain in the wards. Upon the return of one company another may go out, so that by turn all may enjoy the privilege.

SEC. 37. When walking with patients the attendants will direct where and how far they shall go—care being taken to avoid localities favorable to escape;—be *vigilant* to keep them together and prevent strolling, and taking care that no more are taken in one company than can be properly attended to. Patients must not be allowed to lie or sit on damp ground, or improperly expose themselves to the sun. Attendants, when out with patients, will avoid entering into conversation with each other, reading, etc., by which their proper supervision may be prevented.

SEC. 38. No patients are to be out after sunset, without special permission. Under no circumstances are patients to be taken beyond the boundary of the premises without permission.

SEC. 39. If any patient, having the privilege of the grounds, or absent by special permission, does not return at any appointed time, the attendant in charge will at once report the fact to the Physicians.

SEC. 40. New patients are not to be taken out of the house except by direction of the Superintendent.

SEC. 41. Such patients as are deemed suitable will be allowed and advised by the officers to assist in the work about the premises, under the care of the attendants, gardener or farmer; but no one is to be taken out of the wards for this purpose unless some general permission is given by the Superintendent or other officers. Persons in charge of working parties will keep a close observation of the patients, to prevent escape and see that they do not overwork themselves; and they will carefully avoid every appearance of superintending the patients, or giving orders, but should induce them to labor by persuasion, and if necessary by example, and instruct them so far as possible in the proper manner of doing the work.

SEC. 42. On Sunday afternoons, and on the evening of entertainments, or lectures, as many attendants as the superintendent or officers shall direct must accompany the patients, and no ordinary engagement will be allowed to interfere with this arrangement.

SEC. 43. The attendants designated to remain in the wards must exercise *constant vigilance* to prevent elopements, suicide, or mischief of any kind.

SEC. 44. As the entertainment of dancing is provided chiefly for the benefit and welfare of patients, and some other persons seem to be constantly forgetting that this is the object for which it is established, and that such occasions ought not to degenerate into an amusement for the employees chiefly, it must be understood that male attendants and employees are to first endeavor to fill up "sets" with patients, aid, encourage and teach them as far as possible to go through with the various figures. Female attendants and employees will be similarly engaged with male patients. During the evening, however, proper occasion may be taken to dance with each other. In all respects on these occasions, it is expected that the proprieties and usages of the best society shall prevail.

SEC. 45. It is recommended as pleasant and profitable to both, that the attendants of each ward read, or under their supervision engage some patient to read aloud each evening for the benefit of all, from some book or magazine

in the Hospital library. To this end they will be aided by the officers in making selections.

SEC. 46. The various games of amusement are to be encouraged; but attendants are positively prohibited from games of amusement where there is not an equal number of patients engaged with them.

SEC. 47. Patients who are chiefly in the wards during the day are not to retire before 7 o'clock P. M. without permission, unless in case of sickness or fatigue. After 8 P. M. patients may retire in any part of the house; but all must retire so as to allow the attendants to close their doors by 9:30 P. M.

SEC. 48. Attendants are expected to retire at 10 o'clock P. M., and after that hour no lights must be kept burning in any room except in case of sickness. In each ward, however, one light may be kept burning as may be directed, to be available in case of emergencies.

SEC. 49. *After patients have retired, all persons should avoid making any noise that might disturb patients or others who are in bed.*

SEC. 50. Unless otherwise directed, all clothing is to be kept outside of the rooms, neatly folded, and if possible laid on a chair or settee; and, except in case of high and destructive excitement, is to be given to the patient when his door is opened in the morning.

SEC. 51. Upon closing the door the attendant is desired to wish the patient "good night," and certainly ascertain that he is in the room, and the door locked.

SEC. 52. No patient's door is to be left unlocked during the night, without special permission of the Superintendent, and notice being given to watchman or watchwoman.

SEC. 53. If patients lodge in a different ward from that in which they pass the day, it is the duty of the attendant having them in charge during the day to take them to their rooms and see them comfortably in bed, at the same time informing the attendants of the gallery where they sleep, that he has done so, unless otherwise directed; and it will also be the duty of the attendant of the ward in which they sleep to see them up and dressed in the morning, and return in seasonable time to the ward from which they came the previous evening, notice being given to the attendant of that ward of their being returned.

SEC. 54. Whenever a patient becomes so noisy or violent that the attendant, after trying all proper means, believes it necessary to place him in a private room, he should provide such assistance, if possible,—if he is so situated that he cannot call one of the Physicians—as will convince the patient that resistance will be useless, and then let it be done in the mildest and gentlest manner possible. When the patient has been placed in a room, the attendant or the Physician should, if possible, certainly tell him why he has been placed there, and that he will be permitted, as soon as he is able to control himself, to go back to the ward. No matter however unreasonable the patient appears, let this always be done. Let no patient be forced into a room and then the door closed without a word of explanation.

SEC. 55. A room having a wire or close shutters, or wicket door, is always to be selected for the seclusion of an excited patient. As soon as the patient is in a room, the fact is to be stated to the Superintendent or Physicians, who will without delay enquire into the facts of the case.

SEC. 56. When it is necessary that patients should be secluded in their rooms, the attendants should be careful to see them frequently, and ascertain that they have everything proper that can minister to their comfort, and to know in what manner they are occupied.

SEC. 57. When a patient is violent, one person on each side taking an arm, and a third at his back, can almost always carry him to his room, or remove him from ward to ward, with but little difficulty, or injury to any one.

SEC. 58. As the use of restraining apparatus may be productive of serious evils, and as it is desirable to dispense with its use as far as possible, it must not be applied in this Hospital in any case except by the express direction of the Superintendent or the assistant physicians.

SEC. 59. Personal care, and that failing, seclusion to a private room, must be relied on till the direction of the Superintendent or assistant physicians can be obtained. Personal attention, it is well known, may, in a great degree, take the place of mechanical restraint, though the latter may ultimately be necessary, and even beneficial.

SEC. 60. Whenever patients are confined to the bed by restraining apparatus used for that purpose, attendants

must remember that thus situated they may require even more attention than when able to assist themselves, and in the discharge of their duties under such circumstances, they must sit with such patients when not engaged in other imperative duties.

SEC. 61. The escape of patients must never be allowed to occur from neglect. An attendant's eye should always be kept on a patient known to be disposed to escape.

SEC. 62. When patients go out for exercise, amusement or work, care must always be exercised to avoid, as far as possible, those places favorable for hiding, and they must not be allowed to separate widely under any pretence whatever. If any patient gives trouble to the attendant or person in charge, the facts should be early reported to the superior officers.

SEC. 63. Instant, prompt and faithful search should be made as soon as possible after a patient has escaped.

SEC. 64. If a patient has escaped through the carelessness, neglect, or want of proper vigilance of a person or persons in charge of them, it will be considered a sufficient cause for dismissal.

SEC. 65. When patients who have escaped are recovered and brought back no offensive allusion is to be made to their escape; they are to be treated in all respects as if nothing of the kind had occurred, but they are to be watched more carefully in the future.

SEC. 66. Watchfulness should always be exercised that patients do not make false keys or provide themselves or each other with the means of making them, and that they do not plot together for the purpose of effecting an escape.

SEC. 67. Special care must be taken at all times that patients do not become possessed of dangerous weapons of any kind. When any one is known or suspected of having any knife, fork, razor, false key, &c., and will not give it up, every possible means must be used to obtain it without delay, care being taken in the mean time that the article is not secreted where it cannot be found. Whoever may see anything lying about the wards or grounds that might prove dangerous in the hands of a violent or mischievous patient is requested to remove it.

SEC. 68. When patients manifest a propensity to commit suicide there is no certain security but by constant

watching. Usual care and vigilance should be exercised over their persons, they must be treated with great kindness and sympathy, and their attention diverted as much as possible from the delusions and fancies that prompt them to commit the act. Particular care should be taken to watch such persons about twilight or meal times, and at such times as the general attention is likely to be distracted from them.

SEC. 69. In case of a suicide, the attendants should maintain perfect composure, give prompt relief by cutting the noose, in case of suspension; stop the bleeding by tightly bandaging the part with a handkerchief or a strip of cloth in case of a wound, care being taken that in a wound of the throat, the bandage shall not impede respiration.

SEC. 70. Care should always be exercised that a knowledge of death in any form be kept from patients, and tact used to direct their minds from the subject, if it becomes one of discussion.

SEC. 71. The same care is necessary for the best welfare of all, that patients are kept, as far as possible, from a knowledge of what transpires in different wards, and in different parts of the Hospital, and attendants and all others are enjoined to be guarded in their conversation in the hearing of patients.

SEC. 72. The attendants will be careful to see that patients change their clothes regularly, and gratify their reasonable requests in this particular as far as possible. Soiled clothes are not to remain in the patient's rooms, but must be put among those to be sent to the wash house. Clothes badly soiled must be rinsed, or partially cleansed before being sent from the ward.

SEC. 73. The clothing of patients is to be kept as neat and clean as possible, and well sponged and brushed at all times. If buttons, suspenders, stockings, slippers, or other necessary articles of clothing, or furnishing of a ward are needed, they are to be asked for till they are furnished. Clothing should be kept buttoned and fitted at all hours of the day. When patients wet their clothes they should be change often to make them comfortable. The wet part of the clothing may be dipped in hot water and dried, but it is not to be worn again without undergoing this process.

SEC. 74. The attendants, under the instructions of the Superintendent or other officers, are expected to do what

they can to preserve patients' clothing and keep it in proper repair as far as they can, and avoid sending articles to the sewing room unnecessarily. Attendants will take charge of any work sent to the ward and encourage the patients to assist in its accomplishment. Attendants can do no private work except putting their own clothes in order, during the hours of duty; nor will they employ patients to work for them, without permission.

SEC. 75. When officers or visitors are in the wards the attendants are expected to be present, and prepared to give such information and assistance, as may be required of them.

SEC. 76. As the duties of the attendants, with such exceptions as have been indicated, are confined almost exclusively to single wards, they can have but rare calls in any other unless specially directed by the proper authority. Attendants are not positively prohibited from visiting each other, but it must not become a habit, and it will be far better to obtain permission from the Superintendent, and assure this officer that their wards are suitably attended during such time as they may wish, or as it may be proper for them to be absent. Any marked infringement of either the letter or the spirit of this rule will not be allowed.

SEC. 77. In going to and from the center building, they will avoid passing through wards not necessarily in their way.

SEC. 78. Patients are not to visit from ward to ward without permission from one of the Physicians, and no patient is to be transferred from one ward to another except as herein provided, without the sanction of the Superintendent or in his absence the Assistant Physician.

CHAPTER XIII.

DUTIES OF SPECIAL ATTENDANTS.

SECTION 1. Special attendants are governed by the same rules as other attendants. They are not to leave alone the patients under their care without permission,—are to be courteous and patient,—prompt in attentions to the rooms, clothing, &c., and, like others, to all reasonable requests, not inconsistent with the general regulations of the Hospital.

CHAPTER XIV.

DUTIES OF THE WATCH.

SECTION 1. The Outside Watchman will commence his duty at nine o'clock in the evening, at which time he will visit the Physician's office for any special instructions for the night. He will visit the kitchens, bakery, ironing-room, boiler-room, gas house, barns, and such parts of the basement as may be designated, and go all around the Hospital every hour, carefully observing if anything is wrong and noting it in a book kept for the purpose. He will be constantly vigilant to guard against fire and the escape of patients from the windows. He must take no notice of being spoken to by patients from the windows. He is to ring the bell at the prescribed hour, start the fires in the kitchens and perform such other duties as may be assigned to him.

SEC. 2. The Inside Watchman will commence duty at half past nine o'clock in the evening, at which time he will visit the medical office for special instructions for the night. At ten o'clock he will lock the outside doors and make a record of the time of admission of any person after that hour. He must keep moving about from ward to ward till the attendants rise and take charge of their patients in the morning, and report to them anything they ought to know that transpired in their respective wards during the night. He will also make a written report to be left in the medical office.

SEC. 3. He will know if all the attendants of the Wings are in their rooms at ten o'clock and, after that hour thro' the night, and report any deviation from this rule.

SEC. 4. He shall especially look after the sick and suicidal, guard against the escapes, notice unusual sounds in patient's rooms and ascertain their cause, and endeavor, as well as he may be able, to tranquilize those who are excited or allay the apprehensions of the timid. He may give water where it is needed, and attend to any reasonable wants. In going about he will make as little noise as possible, and at once awake the attendant in an emergency.

SEC. 5. He will faithfully report all irregularities, or

violation of rules, and how new patients and the sick have passed the night.

SEC. 6. The Watchwoman will confine herself to the wards occupied by the female patients and be governed by the rules prescribed for the watchman.

SEC. 7. All will be constantly vigilant and perform their responsible duties with strict fidelity. Any want of fidelity attaching to these officers must instantly disqualify them for their stations.

SEC. 8. The attendants and other employes being up and in charge of their duties, the duties of the watch will cease till 2 P. M., after which they may be called upon for various services till supper is over, from which time they will be relieved till the usual hours of duty.

SEC. 9. If fire is discovered that cannot be readily extinguished, the attendants and officers should be aroused without causing a general alarm if possible.

CHAPTER XV.

DUTIES OF THE SEAMSTRESS.

SECTION 1. The Seamstress will have charge of the sewing room, under the direction of the Matron. She will have the care of, and be responsible for all material and apparatus belonging to her department. She will have the care and oversight of the patients who may be allowed to come from the wards to work under her direction, and will endeavor to make their time and work useful, and at the same time as much a pastime and pleasure as possible.

SEC. 2. She will report promptly any improper conduct on the part of patients. Such patients as may be allowed may be taken daily from the wards, provided no new patients, or patients who have been guilty of misbehavior, shall be taken from the wards without permission.

SEC. 3. As her duties will call her from time to time to all parts of the female wards, it is enjoined upon her that she spend no unnecessary time in the wards when called there upon a proper errand.

SEC. 4. The Supervisors or Clerk may take patients to and from the sewing room if so directed by the Supt.

SEC. 5. Neither the sewing machine or any article or

material belonging to the sewing room are to be used for any other purpose than the necessary work of the Hospital or its patients, without permission from the Matron.

CHAPTER XVI.

DUTIES OF THE CARPENTER.

SECTION 1. The Carpenter will have the immediate care and charge of the carpenter shop, lumber, tools and material of all kinds, belonging to that department of the Institution, and is enjoined to be careful of their use. He will not allow any one to make use of the tools or lumber without permission of the Superintendent; and if tools are taken from the shop for any purpose and are not promptly returned, he will report the fact to the Superintendent.

SEC. 2. He will prevent attendants, patients and others from remaining in the shop without permission from the Superintendent, or unless they have been sent there to work or for special service.

CHAPTER XVII.

DUTIES OF THE GARDENER.

SECTION 1. The Gardener, under the direction of the Steward, will have the care of the garden, pleasure grounds and green-house, and will see that they are kept in good order, and that those who aid him in his duties perform their work faithfully. He will take care of all implements belonging to his department and see that they are properly preserved.

SEC. 2. He will consult the Steward in reference to such seeds as may be required, and the amount and variety of vegetables and fruit it is desirable to raise.

SEC. 3. He will see that the kitchen is promptly supplied each morning or at other times of day, if so directed, with such vegetables as may be required.

SEC. 4. He will, if possible, prevent any depredations being committed in the garden or nursery, and keep a correct account of all the products of the garden and nursery, which shall be exhibited as often as desired.

CHAPTER XVIII.

DUTIES OF THE ENGINEER.

SECTION 1. The Engineer, under the direction of the Superintendent, shall have charge of the engine and boiler rooms, engine, pumping and steam apparatus, and the fireman and persons employed under him shall be subject to his directions. It shall be his duty to furnish steam for the whole building and for cooking and washing; keep the tanks supplied with water, and sufficient hot water for all use for which it may be needed.

SEC. 2. He will have charge of all tools and stock in his department, see that they are properly preserved and that good order and system prevail.

SEC. 3. He will make such repairs and alterations as may be needed of the apparatus under his care.

SEC. 4. He is instructed to prohibit visits to the boiler and engine rooms, and patients and visitors shall not be allowed to enter except by special permission, or when accompanied by an officer.

CHAPTER XIX.

FIRE.

For the preservation of the property of the Hospital from fire, and to organize effectually for its prompt extinguishment, all persons connected with the Institution are enjoined to follow the directions given below:

PRECAUTION.—Always keep a supply of water in the tank, and fill the tank the last thing before closing the fires at night. Keep all attic doors locked, and never enter the attic with an open light, and allow no open light in the basement of the wing.

IN CASE OF FIRE sound the alarm by ringing the bell rapidly.

THE STEWARD will direct all movements toward putting out fire, and all employes, not otherwise designated, will report at once to him, and be directed by him.

THE ENGINEER will see that the pumps and all other machinery are in order, that the tank is fully supplied with

water, and detail one fireman to take charge of the hose in the center of rear buildings, under direction of the Steward.

THE ASSISTANT PHYSICIANS will proceed at once to the wards and be considered responsible for the personal care and safety of the inmates. They will see that the patients are moved into the hall, with such articles of bedding and clothing as they can carry, direct the attendants in each ward to examine each room, so that no patient may be left concealed behind the doors or under the beds, and cause all doors to be locked after such examination, and all patients ready to move off the hall, should it become necessary.

THE FEMALE SUPERVISOR will see that all female patients are dressed and kept in readiness to move out, when necessary, observing the precaution to have all room doors locked after the rooms have been examined.

THE MALE SUPERVISOR will have detailed one male attendant from each ward whose duty it will be to have the hose at all times in readiness, and on alarm will proceed at once to adjust it. If the fire is not in the wing he will report to the Steward. The other attendants will remain with the patients, keep them together in the hall, but will not remove them from the building until directed by the Superintendent or Assistant physicians.

The female employes in the main and rear center building will, if not otherwise directed at the time, proceed to the female wards and assist in the care and removal of the patients.

These regulations, while aiming to define specific duties for each person connected with the Hospital, are intended to so co-operate that if the emergency arises, there shall be entire harmony and concurrence of action.

CHAPTER XX.

MISCELLANEOUS PROVISIONS.

SECTION 1. All persons employed on the premises not mentioned in the foregoing rules and regulations are expected to be governed by their general spirit, in the performance of whatever duties may be assigned them.

SEC. 2. In order that all may be made as familiar as

possible with the duties belonging to their situation, a copy of these rules and regulations will be furnished to each person mentioned herein when entering upon their duties, which shall be preserved and given up whenever they leave or are discharged. Each attendant must give his copy to the Supervisor every Saturday to be sent to the medical office, and a memorandum of its having been received will be made in it by the Assistant Physicians. It is hoped this measure will insure the frequent careful reading of the rules, and ignorance of the details will not be admitted as an excuse for their not being observed.

SEC. 3. Strangers and others may visit such parts of the Institution as are allowed by the Superintendent, on any day except Sunday (when no visitors shall be admitted), between the hours of 2 and 4 P. M.; but special care is to be taken that no amount of visiting is permitted in the wards which might prove injurious to patients. Visits of friends to persons engaged in the Hospital must be made in the reception rooms and must be brief.

SEC. 4. The Sabbath shall be observed as a day of rest and quiet at the Hospital.

SEC. 5. The Superintendent may procure the attendance of some clergyman on each Sabbath day, to perform such services as he may direct; and may also provide for lectures and such other literary exercises, during the week, as he may deem of advantage to the patients.

SEC. 6. These By-Laws can be amended or repealed at any regular meeting of the Board by a vote of a majority of the Trustees.

I certify that the foregoing By-Laws were adopted by the Board of Trustees of the Iowa Hospital for the Insane at Independence, at their regular meeting held on the first Wednesday in January, A. D. 1879, and are now in full force and effect.

JOHN G. HOUSE,

Secretary of the Board of Trustees.

INDEPENDENCE, Jan. 9th, 1879.



